

**Secretariat**

11 October 1999

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**Administrative instruction****Medical standards and clearances\***

The Under-Secretary-General for Management, pursuant to section 4.2 of the Secretary-General's bulletin ST/SGB/1997/1, and for the purpose of establishing conditions and procedures for medical clearance as a requirement for recruitment, change of duty station and mission assignment under staff regulation 4.6 and staff rules 104.16, 204.6 and 304.7, promulgates the following:

**Section 1****Purpose of medical clearance**

1.1 The initial purpose of medical clearance of candidates selected for employment is to ensure, as far as possible, that their medical status meets the United Nations standards of physical and mental fitness for employment.

1.2 The purpose of medical clearance of staff members subsequent to their appointment is to ensure that they continue to maintain such fitness in a manner that enables them to perform the functions assigned when they are redeployed to other duty stations, requested to travel on mission, detailed or assigned to peacekeeping, humanitarian and political missions.

1.3 Medical clearance of both candidates and staff members is determined with reference to their medical status and occupation, as well as to the general conditions at the duty station at which they are to serve. Aspects such as epidemiological factors and medical facilities at the duty station are particularly important in this respect.

**Section 2****Medical clearance for initial appointment**

2.1 A certificate of good health may suffice when initial appointment is for less than six months and does not involve travel outside the candidate's country of normal residence.

2.2 A full medical examination, on which medical clearance will be based, is required in the following situations:

(a) Recruitment for less than six months, with official travel outside the candidate's country of normal residence;

(b) Recruitment for six months or more, with or without official travel outside the candidate's country of normal residence;

(c) Recruitment for security service, manual worker or driver posts;

(d) Recruitment for field service;

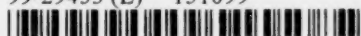
(e) Recruitment for peacekeeping, humanitarian and political missions. However, these candidates may be given an interim appointment for three months on the basis of a certificate of good health. Within three months of such appointment, the staff member must undergo a full medical examination.

**Section 3****Validity of medical documentation and medical clearance**

3.1 Certificates of good health are valid for one year from the date of their issuance.

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\* *Personnel Manual* index No. 4070.



3.2 A new medical examination will be requested for the purpose of medical clearance when recruitment of a candidate has not taken place within one year.

#### **Section 4**

##### **Medical clearance after initial appointment**

4.1 Medical clearance is required in the following situations:

(a) If an appointment for less than six months is extended beyond six months;

(b) When a staff member is assigned to a field duty station;

(c) When a staff member is detailed or assigned to a peacekeeping, humanitarian or political mission, or redeployed or assigned from one mission to another. In the case of redeployment between missions, a full medical examination shall be at the discretion of the clearing Medical Service, taking into account all criteria for medical clearance;

(d) When a staff member is to travel on official business to a duty station in a health-hazard area, as defined by the International Civil Service Commission.

4.2 Medical clearance is not required in the following situations:

(a) When a staff member is transferred or assigned from one headquarters duty station to another;

(b) When a staff member is transferred from a field duty station to a headquarters duty station.

#### **Section 5**

##### **Authority to grant medical clearance**

5.1 Medical clearance for all recruitment processed at United Nations offices away from Headquarters (the United Nations Office at Geneva, the United Nations Office at Vienna, the United Nations Office at Nairobi) and at regional economic commissions is the responsibility of the medical officer of such office or commission.

5.2 Medical clearance for recruitment at all other duty stations, including Headquarters in New York, is the responsibility of the United Nations Medical Director or duly authorized United Nations medical officer.

#### **Section 6**

##### **Procedures, forms and documentation for initial appointment**

6.1 Certificates of good health shall be issued by the treating physician of the candidates selected for appointment no more than four weeks prior to their recruitment. These certificates shall be submitted to the recruiting offices and retained in the official status files. When no satisfactory health certificate can be produced, the matter shall be referred to the United Nations Medical Director or to a duly authorized United Nations medical officer for advice before the candidate is appointed.

6.2 When, in accordance with section 2.2 of the present instruction, a full medical examination is required for the purpose of medical clearance, candidates shall be examined by a medical officer of the United Nations system or a designated United Nations examining physician. The results of the full medical examination, including prescribed tests, shall be documented on a medical examination form. Prior to the examination, candidates shall complete the questionnaire of the medical examination form related to their medical history and certify the completeness and correctness of the information given. They are also required to furnish any medical certificates, documents and data as the United Nations Medical Director or a duly authorized United Nations medical officer may request.

6.3 The recruiting office shall forward to the appropriate medical service a request for medical clearance, which shall contain the functional title of the applicant, the type and duration of the appointment and the duty station.

#### **Section 7**

##### **Procedures, forms and documentation after initial appointment**

When, in accordance with section 4.1 of the present instruction, staff members are requested to undergo a full medical examination, procedures set out in sections 6.2 and 6.3 are to be followed. In that case, the words "recruiting office" in section 6.3 refer to the new office to which the staff member is being assigned, as the case may be.

#### **Section 8**

##### **Medical clearance and medical classification**

8.1 Based on the results of the full medical examination, the United Nations Medical Director or duly authorized United Nations medical officer will provide the recruiting office with the candidate's or staff member's medical clearance and medical classification and any observations, which may be appropriate.

8.2 The medical classifications are defined as follows:

- 1A Individuals who are fit for general employment
- 1B Individuals who have a chronic medical condition that is under control and are fit for general employment
- 2A Individuals who have a serious medical condition and are not fit for employment, but could be considered for employment if the condition is corrected
- 2B Individuals with reduced work capacity or reduced life expectancy, and are not fit for employment

#### **Section 9**

##### **Final provisions**

9.1 The present instruction shall enter into force on 1 November 1999.

9.2 The personnel directive of 4 May 1995, entitled "Medical standards and clearances" (PD/2/80/Rev.3), is hereby abolished.

(Signed) Joseph E. Connor  
Under-Secretary-General for Management

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